

Guidance for Locating Downlink Sites

In general, there are 2 major formats for satellite transmission - digital and analog. The Service has adopted the relatively new digital format currently in use by a number of Federal agencies. The analog format, which has been in use for many years, can be received by thousands of 'steerable' analog dishes nationwide. NOTE: This is NOT 'video conferencing,' which is carried by telephone lines.

I Locating a Digital Downlink Site

- A. **U.S. Fish and Wildlife Service Facilities:** The public can watch the broadcast at 13 Service locations nationwide. Call ahead to make reservations to attend.

Alabama
Ecological Services Field Office
P.O. Box 1190, 1208B Main Street
Daphne, AL 36526-1190
Bruce Porter
(334) 441-5181, ext. 37

Colorado
Mountain/Prairie Region Headquarters
134 Union Blvd.
Lakewood, CO 80215
Gerri Purvis
(303) 236-5414, ext. 271

Alaska
Alaska Region Headquarters
1011 East Tudor Rd.
Anchorage, AK 99503
Chuck Young
(907) 786-3909

Georgia
Southeast Region Headquarters
1875 Century Blvd.
Atlanta, GA 30345
Evelyn Azar
(404) 679-7290

Arizona
BLM Training Center
9828 North 31st Ave.
Phoenix, AZ 85051
Art Ferraro
(602) 906-5569

Massachusetts
Northeast Region Headquarters
300 Westgate Center Dr.
Hadley, MA 01035-9589
Vickie LeClair
(413) 253-8257

California
Sacramento Field Office (CNO)
2800 Cottage Way
Sacramento, CA 95825
Dennis Taylor
(916) 414-6521

Minnesota
Midwest Region Headquarters
1 Federal Drive
Twin Cities, MN 55111-4056
Paul McMahon
(612) 713-5247

New Mexico
Southwest Region Headquarters
500 Gold Ave. SW
Albuquerque, NM 87102
Cathy Carrillo
(505) 248-6888, ext. 2

Oregon
Pacific Region Headquarters
911 NE 11th Ave.
Portland, OR 97232-4181
Mike Lee
(503) 231-2234

National Forensics Lab
1490 East Main St.
Ashland, OR 97520
Verlin Cross
(541) 482-4191

Washington DC Metro Area
Arlington Square Office
4401 N. Fairfax Drive
Arlington, VA 22203
Joe Piehuta
(703) 358-2519
Claire Cassel
(703) 358-2536

Washington
Western Washington Field Office
510 Desmond Drive SE
Lacey, WA 98503
Zillah Trent
(360) 753-4366

West Virginia
National Conservation Training Center
Route 1, Box 166
Shepherdstown, WV 25443
Mark Chesna
(304) 876-7342

- B. The National Park Service has compatible digital downlink sites throughout the country. A list of their sites is posted at http://www.telmps.net/Site_Locations/telmps_sites.htm**
- C. The Federal Aviation Administration has compatible digital downlink sites at 59 locations. A list of their sites is posted at <http://academy.faa.gov/ama300b2/dwnlinks.htm>. To find out if a site near you is available to receive this broadcast, call Tammy Bitsche at the FAA Training Center in Oklahoma City, OK, at (405) 954-5891.**

II Locating an Analog Downlink Site

- A. The Bureau of Land Management (BLM) has a number of analog downlink sites. To**

locate one of their sites, go to their web site: www.ntc.blm.gov/satnet and click on “BLM Satellite Network Directory” which lists their locations, phone number, and person to contact to ask if their site is available.

- B. The National Park Service** offices and other Federal agencies and Federal buildings also have steerable analog downlink sites or can advise you of one that can be used. They can be contacted through the blue pages in the telephone book. Many county Extension Service offices, listed in local telephone directories, have steerable analog downlink dishes and may be able to avail their sites to you.
- C. Other Potential Analog Downlink Sites:** In addition, there are thousands of steerable analog downlink dishes nationwide at public schools, colleges, libraries, hotels, television stations, restaurants, private residences, etc. A few calls should locate one near you. **Here are some places to start calling:**
- S Your Local Cable and Satellite Television Provider:** Contact your local cable/satellite television distributor, which is probably listed under “Television -- Cable & Satellite.” Ask to speak with the programming staff and inquire about their willingness to simulcast the broadcast on your area's public access channel. Advise them that this broadcast is free of charge. Satellite television distributors may be able to provide you with a list of public institutions such as libraries, community centers, health care centers, and public schools that subscribe to their services. You may also wish to contact your local public TV station and ask that they download and air the program on their station.
 - S Public Libraries:** Larger public libraries are a good place to check for satellite downlink facilities. Check library listings in the local government section of the blue pages of your local telephone directory.
 - S Educational Institutions:** Universities, community colleges, and large public high schools often have satellite downlink capabilities.
 - S Hotels and Business Centers:** Large hotels that frequently host conventions in business districts, may be able to receive satellite broadcasts. These hotels may charge a fee for viewing.
 - S Health Care Facilities:** Many hospitals and health maintenance organization (HMO) offices have satellite reception capabilities.

What information do I need to give the site contact person?

When you contact an analog site, you will need to give the contact person the satellite coordinate information. You can find the coordinates for your course on the NCTC distance learning web site <http://distancelearning.fws.gov> by going to the “Schedule of Events” and clicking on your course

title. You can get to the coordinates from the bullet at the bottom of the course description that says “What type of satellite do I need to participate?” Here is the information you will need to provide:

- Transmission Type:
- Satellite:
- Orbital Location:
- Transponder:
- Polarity:
- Downlink Frequency:
- Satellite Help Hotline: Chip Calamaio or attending engineer (602) 906-5629
- Broadcast Schedule:
- NCTC/CTN Test Signal:
- Broadcast Title:

III Reserving a Downlink Site

You will need to know what to ask the person who answers the phone, who may or may not be the best person at that organization to help.

If the facility has an analog satellite:

- You are interested in viewing a satellite C-band analog broadcast and you understand that this facility may have that capability. You should have the satellite coordinates for reference. Some satellite dishes can’t be pointed to all satellites.

For digital and analog sites you should ask:

- S** If the facility can receive the broadcast, is the viewing room open to the public and not reserved for another use at the time of the broadcast?
- S** If the viewing room is available, how many people will it hold, and is there any fee for its use?
- S** Will the facility let you phone or fax your questions in to a toll free number?
- S** You should point out that this broadcast is open to the public and employees of the hosting facility with an interest in conservation and natural resources are welcome.
- S** As a courtesy, you should offer the hosting facility a list of the people who will attend.
- S** Are there any special arrangements necessary for entry to the site?
- S** It is your responsibility to arrange for sign language interpretation if you anticipate that individuals with hearing impairments will attend.
- S** You should register the site through the FWS distance learning web page <http://distancelearning.fws.gov> click on Schedule of Events, then on the course title. Scroll

down to find the registration information.

S After your site is registered, you should direct participants to register at the above web site through the individual registration process.

S If you register the site, you should be prepared to perform as site coordinator. Typically, site coordinators will:

- Locate a suitable location.
- Promote the event locally.
- Direct individuals to register online at <http://distancelearning.fws.gov>.
- Download material (e.g., sign-in sheet, evaluation, participant guide) from <http://distancelearning.fws.gov>.
- Ensure that participants sign in on the day of the event.
- Distribute copies of the participant guide and handouts to participants the day of the broadcast.
- Assist participants with the use of the distance learning equipment.
- Receive instructions from the Course Leader regarding any activities they may be asked to facilitate.
- Encourage active participation in event activities.
- Record the broadcast for office use.
- Encourage participants to complete the evaluation form (included in the handout).
- Mail/fax the sign-in sheet and completed evaluation form to NCTC following the event.
- IF an interactive television event, provide the site technician with satellite coordinates.